

	Course	Date	Fee	Description	Maximum Class Size	Register by
1	Guiding and Measuring Outcomes – what Methods to Use: MONITORING AND EVALUATION Facilitation: <i>Dr. Nancy Peddle, Tsike-Sossah Simon,</i>	April 11-13 2016	Le 1 Million	This course targets Project Managers, Project Officers, Team Leaders and M&E and Learning officers. You will be introduced to various tools in monitoring and evaluation. Specifically, we will introduce to you our unique concept of “Sustainable Entry Strategy” including what and how to select indicators and basic data management.	20	7 th April 2016
2	Proposal Writing and Resource Mobilisation (Foundation)	April 14 – 15 2016	Le 1 Million	This course is designed to equip participants with the fundamentals of proposal writing and	15	10 th April 2016

	<i>3Facilitation: Anatu Ben-Lawal, Tsike-Sossah Simon</i>			resource mobilisation. Target: Field staff and middle level project officers		
3	Proposal Writing and Resource Mobilisation in the African Context (Advanced) <i>Facilitation: Anatu Ben-Lawal, Tsike-Sossah Simon</i>	April 28-30 2016	Le 1.5 Million	The advanced course in Proposal Writing and Resource Mobilisation seeks to train participants on the more complex grants such as EU, USAID and integrates that with regional & global trends on financing for development. Targets: Programme Managers, Senior Project Officers, Fundraising and Resource Mobilisation Officers among others.	20	20 th April 2016
4	Collecting, Managing, Interpreting and Using Data: BASIC RESEARCH METHODS FOR	April 19-20 2016	Le 900,000	NGOs work with lots of data, they collect data however, the use of the data for decision making,	20	10 th April 2016

	BEGINNERS <i>Facilitation: Tsike-Sossah Simon</i>			modelling etc is limited. This course helps M&E officers, Field officers, Research and Policy and other staff dealing with and using data for their work. Except to learn about basic statistics (mean, standard deviation, etc) and how they help with data processing. You will also learn how to create charts, graphs, etc with Microsoft Word and Excel.		
5	How to Effectively Communicate Project Success using Social Media Tools: Whatsapp, SoundCloud, Pictures, Videos, LinkedIn, etc <i>Facilitation: Tsike-</i>	April 22 – 23 2016	Le 700,000	This is for all staff – report writing is a major issue for many organisations. This course reintroduces you to basic tricks in report writing, the 1:3:25 reader-friendly-decision-making reporting	20	10 th April 2016

	<i>Sossah Simon</i>			style. You will learn also how to use other social media tools to report your work.		
6	Effective Time and Task Management <i>Facilitation Tsike-Sossah Simon</i>	April 29 2016	Le 500,000	This one-day course helps you learn basic hassle-free ways to manage time and tasks. We will introduce you to tools and how to effectively use your smartphone to leverage your efficiency. Target: All levels of staff	20	20 th April 2016
7	Conflict Resolution and Negotiation for Non Experts <i>Facilitation: Tsike-Sossah Simon</i>	May 9-10 2016	Le 800,000	This short intense two-day training targets Managers and HR officers and Higher-level staff on how to manage conflict, negotiate and discover grievances and issues before they	20	20 th April 2016

				become antagonistic.		
8	Speaking for and through people: Fundamentals of Lobbying and Advocacy (<i>Beginners</i>) <i>Facilitation: Anatu Ben-Lawal, Tsike-Sossah Simon</i>	May 2-3 2016	Le 700,000		20	20 th April 2016
9	Gender and Human Rights for Non-Human Rights Actors (Foundation) <i>Facilitation: Anatu Ben-Lawal</i>	May 5-6 2016	Le 700,000		30	20 th April 2016
10	Project Management in the African Context (Foundation) <i>Facilitation: Anatu Ben-Lawal, Tsike-Sossah Simon</i>	May 9-10 2016	Le1Million	This course seeks to equip you with skills in project management from an African perspective taking into consideration culture, politics and the economics of the continent and how these impact projects and how	15	20 th April 2016



				you can neutralise the challenges they present.		